



**PROCEDURES FOR VEHICLE
MAINTENANCE MANAGEMENT**

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This supplement does not apply to Air National Guard or US Air Force Reserve units or members. It applies to all AFMC organizations that maintain Air Force motor vehicles. Nonappropriated funded vehicles are exempt from this manual. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through transportation channels to HQ AFMC/LGRV, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006.

SUMMARY OF REVISIONS

This revision aligns AFMC Supplement 1 with the most current Air Force Manual (AFMAN) 24-307. Some paragraphs have been deleted or renumbered for clarification and improved readability. This supplement adds/modifies information on vehicle emission test documentation, oil analysis program, Low Speed Vehicles (LSVs), yard check requirements, vehicle management performance indicators, and operator vehicle inspection frequency. Where applicable in this supplement, the words **Scheduled Maintenance** have been replaced with **Preventive Maintenance & Inspection (PM&I)**, **Indifference Quality Level (IQL)** replaced with **Acceptable Quality Level (AQL)**, **Chief of Transportation or Commander** replaced with **Vehicle Management Flight Chief/Commander**, and **LGTV** replaced with **LGRV**. Several paragraphs referencing VOC hour calculations have been deleted or changed to reflect the new requirements identified in attachment 11 of AFMAN 24-307. **Attachment 12 (Added)** of this supplement reflects the new quarterly report identified in paragraph **2.19**. and the previous attachments have been renumbered 13 & 14 respectively. All units should review the entire document.

AFMAN 24-307, 6 August 2001, is supplemented as follows:

1.5. When maintaining General Services Administration (GSA) leased vehicles, vehicle management will comply with GSA procedures for service, repair, and record keeping. Support agreements (SA) or memorandums of agreements (MOU) should be reviewed annually or when changing conditions or costs may require substantial alterations to the agreement (i.e., estimated reimbursements). A courtesy copy of

units' finalized MOU or SA between GSA and the Air Force will be forwarded to HQ AFMC/LGRV. Copies will be used for cross-functional purposes only.

1.6.3.1. Vehicle operators will remove all tires requiring repair and turn them in for maintenance with the exception of those tires identified as requiring maintenance on vehicles with open work orders.

1.11.1. Serviceable parts may be reclaimed from vehicles approved for processing to Defense Reutilization and Marketing Service (DRMS). Since cannibalization is not usually cost effective, there must be an immediate need; e.g. a vehicle deadlined for parts (VDP) or an expected urgent need for the parts within 120 days. If required parts cannot be reclaimed prior to the suspense for DRMS processing, the Registered Equipment Management System (REMS) monitor must place the vehicle in status code "E" as required by AFMAN 23-110, *USAF Supply Manual*, Vol 2, Part 2, Chapter 22. Otherwise, vehicles will be processed to DRMS NLT 45 days after the suspense in the written disposition instructions. Under contracted functions, parts will not be removed from a vehicle being processed to DRMS without prior approval from the Functional Area Chief (FAC) or designated representative.

1.11.3.1. (Added) Recycle any refrigerant from air conditioning systems that is categorized as an ozone depleting substance (ODS). Cancel benchstock/special levels and remove technical orders from file when no other like vehicles are assigned.

1.12.1. (Added) Maintenance Operating Instructions (MOIs) will be developed to cover unit unique operations. A master file of the MOIs will be maintained in a central location of the vehicle maintenance element and be readily available to all personnel. As a minimum, establish MOIs for the following:

1.12.1.1. (Added) Operation of the battery shop, to include inventory and issue procedures, and use/disposal of acid. Coordination/approval by the base environmental health office, civil engineering environmental office, and safety office is required.

1.12.1.2. (Added) Operation of Refueling Maintenance shops to include, but not limited to, confined space entrance, purging of tanks, grounding of vehicles, and when fuel tanks must be drained before working on pumping systems.

1.12.1.3. (Added) Seasonal rebuild programs to include start and completion dates. These dates should be consistent with the using organization's requirements.

1.12.1.4. (Added) Environmental requirements that pertain to vehicle maintenance, with specific procedures identified to ensure Air Force, federal, state and local compliance.

1.12.1.5. (Added) Vehicle accident, abuse, and incident reporting procedures and repair processing.

1.12.1.6. (Added) Where and how road tests are performed. All vehicles being road tested by vehicle maintenance will be properly identified.

1.14.3. (Added) Delete the scheduled maintenance "next due" data from the On Line Vehicle Interactive Management System (OLVIMS) when a vehicle is awaiting disposition instructions from HQ AFMC/LGRV. Change the organization code to zero, "0".

1.14.4. (Added) Vehicle Maintenance Manager (VMM)/Vehicle Maintenance Superintendent (VMS) will develop a Preventive Maintenance & Inspection (PM&I) policy letter outlining local procedures for reporting vehicles to vehicle maintenance for scheduled services. This letter will be distributed to each using organization's VCO/VCNCO. Use of an appointment system for PM&I service is encouraged.

1.15.2. A current Mission Essential Level (MEL) list will be located in Maintenance Control & Analysis (MC&A) for reference. MC&A will notify the VMM/VMS when an organization falls below MEL. The automated MEL function in OLVIMS should not be used as the sole determinant for establishing RED priority maintenance for vehicles.

1.16.4. Vehicle In-Commission (VIC) data may be used in lease determination considerations if there is no inbound Air Force vehicle replacement projected and maintenance and/or operations costs exceed that of a lease asset.

1.19. When the vehicle is received it should be checked for shipment damage and operational serviceability according to Technical Order (TO) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*. A five-year-old vehicle is not required to be in like-new condition. When vehicles are received in an unserviceable condition, the receiving vehicle maintenance function will perform an LTI within five days of receiving the vehicle. If the vehicle was shipped from another AFMC installation, the Vehicle Management Flight Chief's/Commander's of the shipping and receiving organizations resolve the issue. If the vehicle was shipped from outside AFMC, the Vehicle Management Flight Chief/Commander forwards the LTI to HQ AFMC/LGRV with a cover letter requesting assistance and verifying that only those items required to place the vehicle in serviceable condition are listed on the LTI.

1.19.1. (Added) When maintenance functions are contracted, the Quality Assurance Evaluator (QAE) will verify LTI entries by signature in the remarks block. The FAC or designated representative will coordinate on all LTIs forwarded outside the functional area.

1.22.3. All requests affecting Air Logistics Center controlled vehicles will be routed through HQ AFMC/LGRV for evaluation.

1.27. If Mitchell-On-Demand digital technical data is used to support the vehicle maintenance element, the VMM/VMS will ensure there is a process in place to maintain the currency of data provided to the technicians.

1.28. Accident repair work orders will be opened as soon as reported to maintenance and remain open until repairs are complete. Repairs will begin upon receipt of a release for repairs from the unit Vehicle Control Officer (VCO). A verbal release with a written follow-up is authorized for critical vehicles. When a vehicle is not released for repairs within a reasonable time (suggest five working days), Maintenance Control and Analysis (MC&A) must contact the unit VCO and request a release. When accident repairs are accomplished at no expense to the government (operator's insurance), VOC time will be entered into OLVIMS and the records will be annotated "Accident, No Cost to Government."

1.29.1.3. Maintain a copy of engine analyzer/emissions tester technical data printout in the vehicle historical record if required by host country, state, or local requirements.

1.29.3.2. Vehicle maintenance elements will institute an engine oil analysis program based on guidance prescribed in AFMC Manual 24-1. Vehicle maintenance elements unable to implement an oil analysis program must submit a request for waiver, with full justification, to HQ AFMC/LGRV.

1.31.1. Organizations procuring this type of equipment are also responsible for procurement of technical data, shop and parts manuals, etc. Vehicle maintenance will not accept primary maintenance responsibility on any non-registered equipment, regardless of cost, unless sufficient technical publications are provided.

1.34.1. TOs on tactical vehicles are written for the Army maintenance concept. This causes some confusion in the area of operator responsibilities. Vehicle operator servicing, inspection and maintenance of Air Force tactical vehicles are the same as for any other type vehicles.

1.34.5. (Added) Scooters/Low Speed Vehicles (LSV) are organizational equipment and maintenance is the responsibility of owning organizations. Vehicle Maintenance facilities and manpower should not be used to maintain these assets.

1.38.7. Authority to exceed one-time repair limits may be delegated to the VMM or the QAE for contracted operations. Do not perform major repairs on excess or code 048 vehicles without HQ AFMC/LGRV approval. Do not retain vehicles longer than 45 days after it has been determined the vehicle is going to DRMS. For all AFMC bases/centers where there is a Vehicle Management Flight/Function, process vehicles for disposition IAW TO 36-1-191 Chapter 5. The Vehicle Management Flight Chief/Commander at bases/centers has the authority to approve vehicles for transfer to DRMS for non-critical assets listed in the *Vehicle Management Index File* {found at <https://sevpqm.robins.af.mil/vehicle/vmif>} under the following conditions: vehicles must be in replacement codes A-J or repairs exceed the one-time repair allowance. For those AFMC units that are tenants on other MAJCOM bases and where there is no AFMC Vehicle Management Flight/Function, LTIs and disposition requests will continue to be forwarded to HQ AFMC/LGRV for approval. For Brooks City-Base, responsibilities of the Vehicle Management Flight Chief/Commander will be performed by the Vehicle and Mobility Manager.

1.38.7.1. (Added) The approving authority for repairs which exceed the one-time-repair limit, for vehicles assigned to the 46th Test Group at Holloman AFB and Phillips Lab at Kirtland AFB, is the respective unit commander. For Brooks City-Base, the approving authority is the Vehicle and Mobility Manager.

1.39.3. The VMM/VMS will ensure all tools in individual tool kits (ITK) or composite tool kits (CTK) are etched with applicable ITK or CTK numbers. Additionally, to enhance tool control, it's recommended that all hand tools in ITKs or CTKs be inlaid in foam. Contracted bases and mobility toolboxes are exempt from this requirement.

1.39.18. The VMM/VMS will thoroughly review and certify the LTI for accuracy and completeness when completed for repair/disposition decisions and shipping purposes. At bases where the vehicle maintenance function is under contract, the QAE will verify entries and the FAC or designated representative will coordinate on LTIs forwarded off base. At Brooks City-Base, the Vehicle and Mobility Manager will coordinate on LTI's forwarded off base.

1.39.20. The VMM/VMS may delegate Vehicle Deadlined for Parts (VDP) requisition approval authority to section supervisors.

1.39.28. Contracted bases will use the over-and-above labor rate on LTIs when determining costs that exceed the one-time-repair limit.

1.39.36. Continuity books will contain all written approvals to deviate from prescribed regulatory requirements.

1.39.43. (Added) Vehicle Maintenance Managers will ensure a copy of the Automotive Engine Oil Analysis Program, AFMC Manual 24-1, is available for reference. Contact HQ AFMC/LGRV if assistance is needed in obtaining this reference.

1.44.15. All deadlined vehicles will be preserved at storage level "C" as prescribed in TO 36-1-191. The only exception will be vehicles deadlined for less than five duty days that are kept inside the maintenance facility. Vehicles stored outside awaiting parts, will be preserved in accordance with the above reference

and inspected for condition every 30 days. The VMM/VMS is authorized to deviate from the TO 36-1-191 requirement to remove, tag, and store vehicle batteries while the vehicle is down for parts. Battery ground cables will be disconnected at the battery on vehicles VDP longer than five days. All disassembled components are to be tagged and stored in such a manner as to prevent deterioration. A locally fabricated placard will be readily displayed on, or in, deadlined vehicles. The placard will contain at the minimum; vehicle registration numbers, date VDP, work order number, reason for VDP, and date next inspection is due.

1.45. Contractor operated functions have the same responsibility to maintain OLVIMS reporting integrity as do in-house operations. This includes, but is not limited to, the accurate documentation of labor hours, labor costs, parts costs, VOC reporting, delayed backlog hours, and static data for maintaining vehicle replacement coding and scheduled maintenance services. Deviations from procedures affecting OLVIMS reporting will require HQ AFMC/LGRV approval.

1.45.1. (Added) Adjustments to any data affecting contract established Acceptable Quality Levels (AQL) will require documentation to show amount of adjustment, period of adjustment, and reason the adjustment was permitted. The information will be maintained in one central file for the duration of the contract.

1.45.2. (Added) Contract modifications, which significantly increase or decrease the scope of the contract, will be forwarded to HQ AFMC/LGRV.

2.1.3.2. Use of a local checklist during the performance of annual inspections and PM&Is is mandatory.

2.2.17. Notify HQ AFMC/LGRV, by e-mail, when depot repaired vehicles are returned.

2.2.25.4. (Added) The following reports will be forwarded to HQ AFMC/LGRV monthly. Reports may be sent using 3 1/2-inch disks via U.S. Mail, by email attachment, or by file transfer protocol (FTP): (Files should be zipped prior to forwarding)

2.2.25.4.1. (Added) **Vehicle Master Lists, PCN SB004-023 and PCN SB004-024 (RCS: MTC-LG (M) 7906)**. Submit as of the last day of the month, to arrive by the 15th calendar day of the following month. This reporting is designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence.

2.2.25.4.2. (Added) **Vehicle Management Report, PCN SB004-032 (RCS: MTC-LG (M) 7908)**. Submit as of the end of each month, to arrive by the 15th calendar day of the following month. This reporting is designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence.

2.2.27. Submit the Quarterly Vehicle Master Summary file to HQ AFMC/LGRV using 3 1/2-inch disks via U.S. Mail, by email attachment, or by file transfer protocol (FTP):

2.2.27.1. Quarterly ARAQ6T Data (RCS: HAF-LGT (Q) 7903). Submit to arrive not later than 15 calendar days after the end of each quarter.

2.2.29. (Added) Air Force vehicles which are centrally procured, but not maintained by a government vehicle maintenance organization (contract or in-house), will be entered into the OLVIMS at the base where the REMS monitor is located. (Ex: Det 8 vehicles located in Palmdale, CA, but loaded in REMS at Robins AFB)

2.2.29.1. (Added) Maintenance Control & Analysis (MC&A) will have the following limited responsibilities for these vehicles:

- 2.2.29.1.1. (Added) Enter and remove these vehicles from OLVIMS as indicated by the REMS monitor.
 - 2.2.29.1.2. (Added) Provide the using organization a scheduled maintenance listing once each month.
 - 2.2.29.1.3. (Added) Update the mileage once each quarter as provided by the using organization.
 - 2.2.29.1.4. (Added) Provide information to the using organization on any special maintenance requirements due, such as, service bulletins, TCTOs, and special inspections.
 - 2.2.29.1.5. (Added) Input/update OLVIMS with data provided on maintenance accomplished.
 - 2.2.29.2. (Added) The organization using these vehicles will assign an individual who will:
 - 2.2.29.2.1. (Added) Receive the scheduled maintenance listings, and other special maintenance requirements from maintenance control, and forward them to the vehicle location.
 - 2.2.29.2.2. (Added) Be the point of contact for ensuring maintenance actions are accomplished as required and documentation of accomplishment is forwarded to maintenance control.
 - 2.2.29.2.3. (Added) Obtain mileage or hour meter readings on these vehicles once each quarter and forward to maintenance control.
 - 2.2.30. (Added) Contracted vehicle maintenance functions will prepare and forward a daily vehicle status report to the FAC or designated representative. At a minimum, the report will list the number of vehicles in each repair center and the number of vehicles in VDP status, as of the beginning of the first shift.
 - 2.2.31. (Added) As a minimum, a physical yard check will be accomplished at least twice a week on non-consecutive workdays. Management/QAE will determine report format and local procedures. Contracted functions will provide a copy of the yard check to the QAE.
 - 2.9.6.4. A copy of the contractor's invoice will be retained in the contract maintenance file.
 - 2.13. Report Time Compliance Technical Order (TCTO) and Service Bulletin (SB) compliance via E-mail or FAX to HQ AFMC/LGRV (see [Attachment 13 \(Added\)](#)). To ensure visibility and prompt completion of TCTOs, SBs and one-time inspections, a master file will be established for tracking purposes. This master TCTO file will consist of a binder separated into active and inactive sections. These sections will be subdivided into three sections: TCTOs, SBs, and one-time inspection letters/messages. The active section will have an index of all active items and will include document number (TCTO number or bulletin number), document title/description, and status. Inactive files may be purged one year after rescission date.
 - 2.13.1.1. MC&A and the shop Technical Order Monitor will ensure a requirement for the TO/TCTO series is established on all assigned vehicles.
 - 2.19. AFMC vehicle management performance indicators are as follows:
 - 2.19.1. (Added) **Vehicle In-Commission Rate (VIC):** Total fleet (including non-registered vehicles) VIC goal is 90% or greater.
 - 2.19.2. (Added) **0-24 Hour Turn-Around Rate:** 0-24 hour turn-around goal is 60% or greater.
- Note:** Units with a quarterly average not meeting the established performance indicators shall provide analysis/comments to HQ AFMC/LGRV not later than the 15th of the month following the quarterly reporting period. (See [Attachment 13 \(Added\)](#))

2.22. As a minimum, all indicators identified in paragraph 2.22. of AFMAN 24-307 will be reviewed by all AFMC bases and analysis performed when standards/goals are not met, or as indicated below (See paragraph 2.22.16.10. (Added) in this supplement for analysis exemptions for contracted functions). Use the rules identified for each indicator to help perform the required analysis. The following AFMC standards have been established: (where AFMC standards have not been established, local standards will be established using past data)

2.22.2. **Average Cost Per Unit.** Analysis is required when the monthly cost per unit exceeds the locally established goal by 20 percent or more.

2.22.3. **Average Cost Per Mile.** The command goal is not to exceed 30 cents per mile.

2.22.4. **VDM Hours to Direct Labor-Hour Ratio.** The command goal is not less than 11.0 percent.

2.22.6. **Annual Inspections Overdue.** The command goal is 0; analysis is required if 4 or more vehicles are overdue for the month.

2.22.7. **Preventive Maintenance & Inspections (PM&I) Overdue.** The command goal is 0; analysis is required if 5 or more vehicles are overdue for the month.

2.22.8. **Number of Work Orders Opened.** Analysis is required when the number of work orders is not within plus or minus 20 percent of the locally established goal.

2.22.9. **Number of Hours in Delay Code "C."** Analysis is required when the indicator exceeds the established local goal. Seasonal trends must be considered.

2.22.10. **Percent of Direct Labor.** The command standard is 52 percent or higher.

2.22.11. **Percent of Indirect Labor, Productive.** The command standard is not to exceed 31 percent.

2.22.12. **Percent of Indirect Labor, Nonproductive.** The command standard is not to exceed 17 percent.

2.22.13. **Percent of Fleet VDM.** Goal established locally.

2.22.14. **Percent of Fleet VDP.** Goal established locally.

2.22.15. **Percent of Fleet VOC.** The command standard is not to exceed 10 percent.

2.22.16. **Percent of Fleet VOC by Vehicle Group or Category.** Goal established locally.

2.22.16.10. (Added) Contracted functions are required to perform the analysis as stipulated EXCEPT for the following areas: VDM hours to direct labor-hour ratio, percent of direct labor, and percent of indirect labor (productive and nonproductive) unless otherwise directed by local management. If analysis is deemed not necessary, the indicators will still be charted.

2.22.16.11. (Added) Contracted functions may use the contract Acceptable Quality Levels (AQL) in place of command goals, at the discretion of local management. However, if AQL groups in "Percent of fleet VOC by vehicle group or category" are different than stated in paragraph 2.22., the groups specified will be separately charted each month as a minimum.

2.23. Local management will direct analysis of other indicators as necessary to resolve deficiencies, decrease costs, and to improve efficiency and customer service. Local standards or goals should be established on repeat maintenance and quality of maintenance.

3.22.2. All main shops are authorized to maintain a 30-day consumption level of working stock. Working stock level for outlying work centers will be determined by the VMM.

3.28.4. Price list page numbers are not required if an automated price list is used.

3.56.2.7. Units are required to validate the D22 data received from the Standard Base Supply System (SBSS). Make the necessary corrections prior to updating OLVIMS. Validate the work order number, registration number, quantity of issue, and the price.

4.8.4. Develop local procedures to ensure vehicle operators are aware that split rim tires must be deflated before the lug nuts are loosened.

6.12.1. AFMC bases will check all other vehicles weekly if not used or daily when being used. The appropriate Operator's Inspection Guide and Trouble Report will be used to annotate the check. Bases have the option to increase the frequency of this check.

6.17.3.3. Appropriately marked Operators Inspection Guide and Trouble Reports or the automated waiver system will be used at AFMC bases. If the AF Form 18XX is used, the words "Permanent Waiver" will be written at the top of both the front and back of the AF Form 18XX to be used. "X" out the AF Form 18XX from opposing corners on the front and back of the form. All markings on the outside of the form are accomplished in red. A permanent waiver annotation on the applicable form or computer generated waiver list will be made for each vehicle that has waived items. The annotated form (Operator's Inspection Guide and Trouble Report for the vehicle type) will include the vehicle registration number and "WAIVER FORM" marked on the front of the form. The annotated form or the computer-generated waiver listing will be retained with the current Operator's Inspection Guide and Trouble Report. Only appropriately authorized/approved waiver items will be entered on this form. The VMM/VMS will designate personnel authorized to approve waiver items for noncontracted operations. For contracted operations, the FAC and designated QAEs are the approval authority. The approval authorities will print their last name in the operator's signature block of the waiver card and place their initials in the "init" block to show approval of the waiver. The only other information required to be entered in the permanent waiver forms are the discrepancy and date waived. A back-up list of waived items may be kept in maintenance control.

6.20.23. Mitchell-on-Demand or other industry accepted estimated labor rate products may be used to estimate required work.

6.26. **Note:** This does not apply to contracted vehicle maintenance functions.

6.31. Use of AF Form 1829, **Refueling Equipment Inspection Data Record**, is optional. If the form is not used, refueling shops are encouraged to maintain an inspection status board. All inspection items will be entered on work orders and AF Forms 1828, Vehicle Historical Record.

6.33. Use of AF Form 1830, **Refueling Equipment Hose Installation and Hydrostatic Test Data Record**, is optional. Hydrostatic hose testing will be accomplished when required according to TOs 36-1-191 and 37A-1-101. Hydrostatic test data will be entered on the work order and AF Form 1828.

6.47. A copy of the reimbursable/refundable organization list, provided by accounting and finance, will be kept in file until the next update is received.

6.50. (Added) **Standardized Vehicle Manufacturer and Vehicle Type Codes**. The vehicle manufacturer and vehicle type codes listed in **Attachment 14 (Added)** will be used in OLVIMS. These codes will be input into the make/type field of the AZ record. For example, for a Ford sedan, the field will be FRD

SDN. For manufacturer and type codes that are not listed in [Attachment 14 \(Added\)](#), send an e-mail with the manufacturer and type vehicle to HQ AFMC/LGRV and the codes will be provided.

7.4.3.8. Status of Resources and Training System (SORTS) satisfies MAJCOM reporting requirements, unless otherwise directed.

7.9. Request assistance from HQ AFMC/LGRV, by message, e-mail, or FAX, when vehicles critical to sortie generation or the sustainment mission require repairs, which exceed local capability.

7.11. Vehicle maintenance personnel will maintain hand written records until OLVIMS support is established. Upon implementation of OLVIMS, all data, previously hand written, will be entered into OLVIMS using the applicable dates.

Attachment 12 (Added)**QUARTERLY REPORT
(SAMPLE)**

DATE:

MEMORANDUM FOR HQ AFMC/LGRV

FROM: 22 LRS/LGRVM

4375 Chidlaw Rd, Bldg 262

Wright Patterson AFB, OH 45433-5006

SUBJECT: Quarterly Report; Jan to Mar 02

A. Vehicle Equivalents: Jan _____ Feb _____ Mar _____

B. Total Fleet VIC Rate: Jan _____% Feb _____% Mar _____% Qtr Avg _____%

C. 0-24 Hr Turn-Around Rate: Jan _____% Feb _____% Mar _____% Qtr Avg _____%

D. Analysis Comments: (Comment only if the quarterly average did not meet the goal) ("This is an example only") Our 0-24 hour goal was not met due to processing 35 new vehicles this quarter. This raised our rate by 4 percent. We simply had more vehicles to process than available mechanics. This was a one-time mission increase to our base.

Table A12.1. (Added) E. TCTO Compliance Data:

TYPE VEH	TCTO #	VEH REG #	W/O #	DATE COMP
P-18	36A12-23-19-502	88L00001	T0012	20 Feb 02

REPORT POC: SSgt John Doe, at DSN 787-XXXX.

Attachment 13 (Added)**TIME COMPLIANCE TECHNICAL ORDER (TCTO), SERVICE BULLETIN (SB),
MANUFACTURER'S RECALL, AND MAJCOM DIRECTED INSPECTION REQUIREMENT
NOTIFICATION, COMPLIANCE REPORTING AND FOLLOW-UP**

1. The following procedures are established for timely notification, compliance reporting, and follow-up on TCTOs, Service Bulletins (SB), Manufacturer's Recalls, and MAJCOM directed One-time Inspections (OTI). Each base will have a single point of contact, preferably in maintenance control, for the purpose of tracking and controlling these compliance requirements.

2. Requirement Notification:

2a. TCTOs. To ensure receipt of routine TCTOs, the vehicle maintenance Technical Order Distribution Office (TODO) must establish a distribution requirement for each TCTO Series applicable to vehicles maintained, in accordance with TO 00-5-2. When Urgent Action TCTOs, Interim TOs, and Interim Message Changes are issued by the Air Logistics Center (ALC) (WR-ALC for most vehicles), and provided to the MAJCOMs for distribution to field units, HQ AFMC/LGRV will forward a copy of the compliance requirement to applicable field units, by the most appropriate method.

2b. Service Bulletins. SBs are normally provided to the MAJCOMS by WR-ALC for distribution to field units, however, the vehicle manufacturer will sometimes issue a SB directly to field units. When notified and provided a copy of the SB, HQ AFMC/LGRV will forward a copy of the SB to applicable field units. When a manufacturer provides a service bulletin directly to your unit, notify HQ AFMC/LGRV by phone or e-mail, so we can ensure all units requiring the SB are notified (the manufacturer sometimes sends the information to the wrong units).

2c. Manufacturer's Recalls. Vehicle recalls are typically demanded by DOT's National Highway and Traffic Safety Administration (NHTSA) and is, in most cases, reported by vehicle and equipment manufacturers or directly from GSA to affected customers. When notified and provided copies, HQ AFMC/LGRV will forward recall notices to applicable field units. When a manufacturer provides a recall notice directly to your unit, notify HQ AFMC/LGRV by phone or e-mail, so we can ensure all units requiring the recall are notified.

2d. MAJCOM directed One-time Inspections (OTI). When HQ AFMC/LGRV or WR-ALC identifies a potential safety hazard, a vehicle malfunction that could cause more extensive damage to a vehicle, or a malfunction has occurred and the fleet wide impact is needed to pursue a latent defect issue, an OTI may be issued. HQ AFMC/LGRV will initiate or forward inspection instructions to applicable field units.

3. Compliance Reporting: Field units will notify HQ AFMC/LGRV, by e-mail or FAX, when TCTOs, SB, Manufacturer's Recalls and OTIs, are completed. Provide the following information: identification of the compliance requirement (such as TCTO number, manufacturer's recall number, SB number, etc.), registration number(s), work order number(s), and date completed. As a reminder, vehicle historical records should be annotated properly and the correct work order prefixes used. The work order prefixes should be; "T" for TCTOs, "S" for SB and OTIs, and "Z" (Warranty) for Manufacturer's Recalls. Upon notification of the completion of a compliance requirement, HQ AFMC/LGRV will annotate the compliance on a tracking sheet. Periodically, HQ AFMC/LGRV will update those actions being tracked in the Consolidated Analysis and Reporting System (CARS).

4. Follow-up: HQ AFMC will track all known TCTOs, SB, Manufacturer's Recalls and OTIs, by base, by vehicle, through completion. Periodically, a follow-up on all open compliance actions will be accomplished. The follow-up will consist of a memo to each unit having compliance actions pending. The memo will request that the field unit submit the work order numbers and dates accomplished for those maintenance actions completed or an estimated completion date for those compliance action items still pending.

Attachment 14 (Added)

VEHICLE MANUFACTURER CODES

Table A14.1. (Added) Manufacturer Codes

MANUFACTURER	CODE	MANUFACTURER	CODE
ALLIS CHALMERS	AC	GROVE CRANE INC	GRV
ALMONT WELDING	AW	HALVORSEN (FMC) 25K	HAL
AMERICAN GENERAL CORP	AGC	HANDY LIFT GATES	HLG
AMBULANCE MODULAR	AM	HARNISCHFEGGER CORP	HFC
AMERICAN MOTORS	AMC	HIGHWAY	HWY
BAKER	BKR	HOLLAND LIFT CORP	HLC
BROS INC	BRO	HYSTER	HYS
BUICK	BUI	IDEAL	IDL
CANCASTER ASSY	CCA	INTERCITY	ICY
CASE	CSE	INTERNATIONAL	IHC
CATERPILLAR	CAT	JETA	JET
CAUCHE	CAU	JOHN DEERE	JHD
CHANCEY	CNY	JOHNSON	JHN
CHECKER CAB	CKR	KAISER	KSR
CHEVROLET	CHE	KENTUCKY MFG CO	KMC
CHRYSLER	CHR	KOVATCH	KVH
CLARK	CLK	LIBBEY	LIB
COCHRAN CORP	CCN	LITTLE GIANT	LTG
COLEMAN	COL	MACK	MAC
CONDEC	CON	MARS IND INC	MII
CUSHMAN	CUS	MASSEY FERGUSON	MFR
DATSUN	DAT	MILLER	MLR
DAVIS	DAV	MINNEAPOLIS MOLINE	MMO
DELOREAN	DLN	NORSTAD	NRS
DODGE	DOD	NORTHWESTERN	NWN
DORSEY	DSY	OLDSMOBILE	OLD
DOUGLAS AIRCRAFT CORP	DAC	OSHKOSH	OSH
EAGLE BOBTAIL CORP	EBC	P&H CRANE INC	PCI
EUCLID	EUC	PARAMOUNT	PAR
EWELL-PARKER	ELW	PERKINS	PER

MANUFACTURER	CODE	MANUFACTURER	CODE
EZY-GO	EZG	PETTIBONE	PTB
FORD	FRD	PEIRCE	PCE
FMC CORP	FMC	PLYMOUTH	PLY
FRUEHAUF	FRU	POLECAT CORP	PCC
FOUR WHEEL DRIVE CORP	FWD	PONTIAC	PON
GICHNER	GIC	PRESSED STEEL	PSL
GILFILLAN	GIL	PSI	PSI
GENERAL MOTORS CORP	GMC	REACH-ALL CORP	RAC
REVO SWEEPERS INC	RSI		
ROGERS	ROG		
SCHRECK INDUSTRIES	SCR		
SCOTT AIR COND INC	SCT		
SEAMON	SMN		
SEI (TUNNER) 60K	SEI		
SEMITRAILER TANKS	STT		
SOUTHERN AMBULANCE	SOU		
SPACE CORP	SPC		
SPENCER	SPR		
STERLING	STR		
STEVENS	STV		
STEWART STEVENSON CORP	SSC		
TAYLOR CORP	TAY		
TAYLOR DUNNE	TDN		
TECSTOR	TST		
TEMCO CORP	TMP		
TENNANT	TNT		
TEXTRON	TXT		
THERMO KING CORP	TKC		
TOWMOTOR	TOW		
TOMMY LIFT GATE	TLG		
TRANSPORT	TPT		
UNITED	UNI		
UTILITY	UTL		
VIKING	VKG		

MANUFACTURER	CODE	MANUFACTURER	CODE
VULCAN	VUL		
WARD	WRD		
WARD LAFRANCE	WLF		
WAYNE SWEEPER CORP	WSC		
WESTINGHOUSE	WES		
WHITE	WHI		
WILLHAM CORP	WMC		
WISCONSIN TRAILER CORP	WTC		
YALE	YAL		

Table A14.2. (Added) Vehicle Type Codes

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
B102	SDN	B261	S/P
B103	SDN	B263	S/P
B106	SDN	B264	S/P
B118	BUS	B265	S/P
B121	BUS	B266	S/P
B130	BUS	B267	S/P
B139	BUS	B274	S/P
B141	BUS	B313	TRC
B150	S/W	B353	TRC
B162	AMB	C104	WRK
B163	AMB	C108	WRK
B168	PNL	C114	WRK
B170	JP	C116	WRK
B176	MLT	C155	MTN
B177	MLT	C156	TPM
B180	MLT	C157	TPM
B184	BUS	C158	TPM
B185	C/A	C160	TPM
B186	C/A	C161	TPM
B188	C/A	C163	TPM
B190	SBN	C167	TPM
B191	C/A	C168	TPM
B192	C/A	C170	REF
B198	BLZ/EXP/BRC	C181	REF
B199	BLZ/CHK	C183	REF
B200	P/U	C195	MTK
B202	P/U	C198	TVN
B204	P/U	C200	TVN
B207	P/U	C203	TVN
B211	P/U	C205	TVN
B217	P/U	C207	TVN
B222	P/U	C211	TVN
B225	CGO	C218	TVN

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
B226	CGO	C219	TVN
B227	CGO	C238	HIL
B233	CGO	C240	HIL
B234	CGO	C241	HIL
B239	CGO	C242	HIL
B255	CGO	C243	HIL
C250	HIR	D569	DOZ
C251	HIR	D570	DOZ
C253	HIR	D572	DOZ
C260	MTN	D576	SRU
C267	CCS	D577	SRU
C300	TKF	D578	SRU
C301	TKF	D580	SRU
C306	TKT	D581	SRU
C317	SWR	D582	SPL
C319	CLN	D583	SPL
C324	DMP	D586	SEW
C332	DMP	D588	CLR
C337	DMP	D594	SWP
C339	DMP	D624	SWP
C355	B/T	D625	SWP
C366	TRL	D626	BHO
C372	TRL	D631	LDR
C397	TRL	D632	LDR
C398	TRL	D633	LDR
C410	TRL	D640	LDR
C434	TRL	D645	LDR
C438	TRL	D652	GRD
C439	TRL	D653	GRD
C440	TRL	D654	GRD
C445	TRL	D655	GRD
C459	TRL	D667	SCR
C507	ARM	D670	SCR
C522	CRN	D676	RLR

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
D503	CRN	D680	RLR
D508	CRN	D681	RLR
D510	CRN	D682	RLR
D515	CRN	D705	MXR
D517	CRN	D720	DST
D522	CRN	D731	DST
D531	DMP	D732	DST
D539	DMP	D738	WTR
D547	TRA	D741	TRL
D548	TRA	D753	EXC
D560	TRA	D754	EXC
D561	F/T	D763	DTG
D562	F/T	D765	DGR
D565	TRA	D768	TRC
D770	TRC	E936	25K
D771	TRC	E940	40K
D772	TRC	E945	60K
D776	DRL	E948	F4K
D777	PAV	E949	F6K
D782	TRM	E956	F10
D999	OTH	E958	F10
E801	TUG	E959	F13
E810	TUG	E970	WBE
E811	TUG	E972	WBE
E813	TUG	E975	CNV
E816	FL4	F115	WKR
E819	FL6	F380	TRA
E820	FL6	K194	M09
E822	FL6	K195	HMV
E823	F10	K196	M08
E824	F15	K197	M28
E826	F20	K248	CGO
E828	F22	K251	CGO
E829	F15	K371	TRA

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
E831	FL2	K376	TRA
E832	FL6	K450	TRL
E833	FL6	K451	TRL
E834	F10	K452	TRL
E835	F15	K454	TRL
E837	F25	L114	WRK
E838	FE2	L123	LDR
E839	FE2	L127	P18
E841	FE4	L128	P26
E842	FE4	L130	P-8
E845	FL4	L133	P12
E846	FL6	L142	HMV
E849	FE3	L143	P-2
E850	FE3	L144	P27
E851	FE4	L145	P-4
E854	FE3	L148	P28
E855	FE6	L149	P10
E860	F10	L152	P20
E902	CRN	L153	P15
E908	CRN	L190	TRK
E925	CON	L271	HYD
E935	25K	L275	R-11
L276	A-2		
L278	R8A		
L279	A24		
L304	FTT		
L315	TLN		
L350	MB2		
L351	MB4		
L354	U30		
L363	TRL		
L370	TNA		
L389	CGS		
L390	LOX		

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
L391	LOX		
L418	FMR		
L420	TRL		
L426	DLY		
L427	DLY		
L428	DLY		
L433	SWR		
L458	TRL		
L459	TRL		
L461	TRL		
L485	TRL		
L486	TRL		
L504	PCA		
L530	HMV		
L532	HMV		
W201	TDI		
W203	LAV		
W205	ABS		
W215	CAL		
W221	CRT		
W299	MIS		
W300	SCR		
W999	MIS		

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